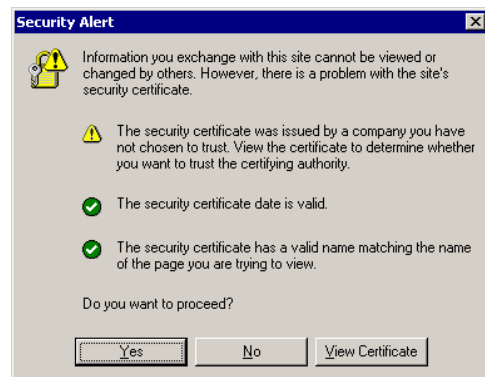
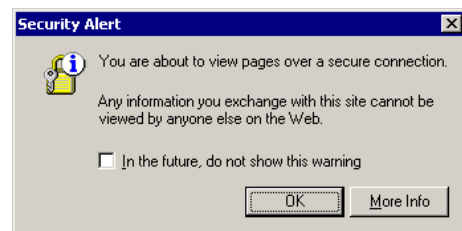
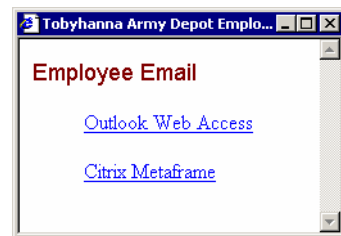


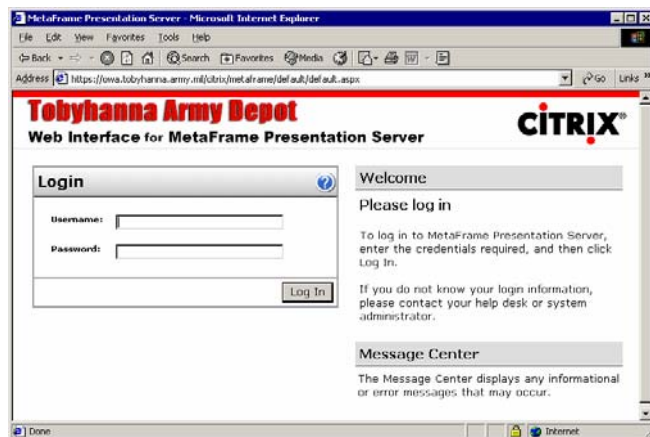
Effective 12 November 04, the remote mail application “Outlook Mail on Tobyhanna MetaFrame” will be replaced. This is due to a system upgrade that will provide increased performance and enhanced features over the current system.

**The recommend way of accessing remote mail is through your web browser using these steps:**

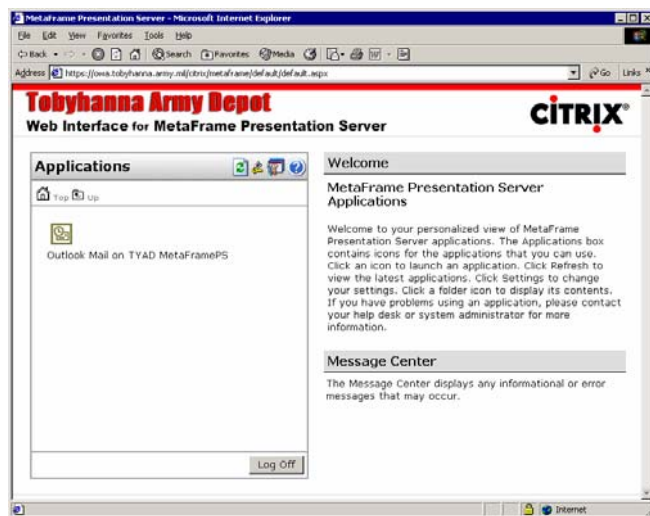
- Use Internet Explorer or Netscape
- Go to the [Tobyhanna Army Depot Internet Site](#).
- Select “Employee Email” on left side menu bar of the home page. A pop-up window like this will come up.
- You will have the option of using the old link “Outlook Web Access” or “Citrix MetaFrame” from this pop-up window.
- Select “Citrix MetaFrame”
- Outlook Web Access is what the “Employee Email” link used to take you to. The “Citrix MetaFrame” link takes you to the new way accessing “Outlook Mail on Tobyhanna MetaFrame”
- If you get this Internet Explorer “Security Alert” window just click “OK”.
- At the “Security Alert” window click the “YES” button.



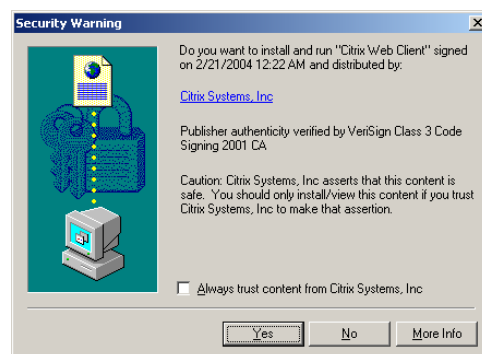
- The main Citrix Logon screen will look like this. Just logon with the same account you use to logon to your PC at work.



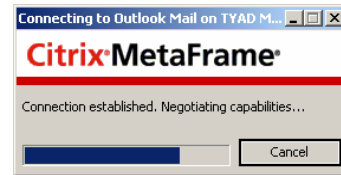
- When you logon you will see a screen similar to this one.
- The amount of Icons may vary. This will be based on the applications you have access to. (Example: The FRA's have some unique application Icons that will come up.)
- All depot employees will see the Outlook icon as a minimum.



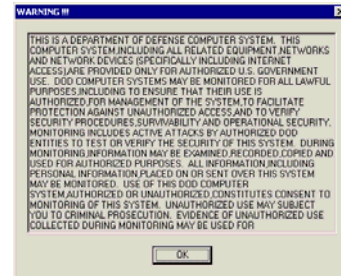
- (SOMETIMES) Right after logon you may see the following message box pop-up. This usually happens the first time you logon and will only happen once (per PC you use).
- Answer "YES" to this window and also to the "Citrix License Agreement" window that will follow it.
- This is an install a plug-in on your browser that will allow you to talk to the Citrix Server.



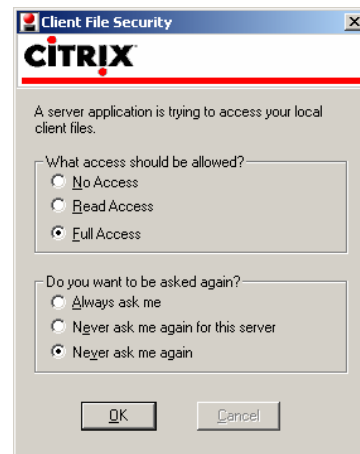
- Click (once) on the icon of the application you want to run (like the Outlook Mail icon).
- You will see the connecting to message (like this):



- When you have connected you will get the familiar Warning banner you see on the PC's at work.
- Just click "OK".



- (SOMETIMES) The first time you connect you may see the "Client File Security" screen.
- Select the following options and click "OK"
  - FULL ACCESS
  - NEVER ASK AGAIN
- This setting allows you to copy files to and from the local hard drive of your PC to Tobyhanna network resources like your Y Drive.
- This only comes up once per PC you work from.



- That's IT. Outlook will come up and will be available for your use.

Any questions or problems, contact the Service Desk at x56677.